

TOP SECRET CORRESPONDENCE

1. POLICY

Top Secret information must be safeguarded from the instant it is prepared. This rule applies to drafts, carbon copies, notes, carbon paper, recordings (disks, tapes, etc.) and the final copies. The Top Secret defense classification is assigned by the originator of the document. ~~All Top Secret documents received by or transmitted from an office must be logged by the Area Top Secret Control Officer.~~

2. FORMAT

The format for top secret correspondence is generally the same as that prescribed in preceding chapters except as described in paragraphs ~~6666~~ through \_\_\_\_\_.

3. CONTROL IDENTIFICATION

a. The first page of each copy of the Top Secret document shall bear the TSC number in the lower right corner, about one and a half inch from the bottom of the page. *Each copy will be assigned a number.*

b. If the document is in a draft stage this may be shown by adding a letter symbol to the TSC number, as TSC 2145-A or 2145-C.

c. The final form of a Top Secret document is identified by the TSC number only.

d. If certain pages have been revised this is indicated by typing "Revision" and the date of the revision in lower left corner of page.

*Every copy of a TSC doc. will be covered & identified by a*  
e. Complete Form 26, Control and Cover Sheet and attach it to the front of the Top Secret Document prepared ~~xxxxxxxxxxxx~~. The form will remain with the document until it is downgraded, destroyed, or transmitted outside

4. PAGE NUMBERING the Agency.

Center the number about 3/4" from the bottom of each page, allowing room below for the defense classification and Group 1 control stamp.

5. ENCLOSURES AND ATTACHMENTS

a.

3/ a.